

TOWN OF NEW CASTLE EMERGENCY/DISASTER OPERATING PROCEDURES EMERGENCY PLAN

The goal of the Emergency Plan is to facilitate public safety and mitigate the effects of any major emergency/disaster affecting the Town of New Castle through a coordinated, thorough and appropriate response to such an emergency.

I. OBJECTIVES OF THE EMERGENCY PLAN

1. To establish clear lines of authority and responsibility;
2. To identify areas of responsibility for the Town's emergency service organizations
3. To establish a method of declaring a Local State of Emergency
4. To provide for prompt notification of essential personnel as well as government agencies and private organizations that may be called upon during a Local State of Emergency.
5. To provide for effective communication between New Castle emergency service managers.
6. To provide for lines of effective communication between New Castle emergency service organizations and outside agencies that may be called upon to provide their services during a Local State of Emergency.
7. To provide for effective communication with the New Castle community during an emergency.
8. To provide for operational guidelines to be used by New Castle's emergency service organizations during a Local State of Emergency.

II. SCOPE OF THE EMERGENCY PLAN

The New Castle Town Board recognizes that a variety of emergencies can occur within its jurisdiction, the majority of which are responded to by the Town's emergency service organizations in their normal course of business. Further, some emergencies may require a major response wherein mutual aid is necessary to assist one or more of the Town's emergency service organizations. The Town Board also recognizes that an emergency can occur, the scope of which could be termed a "major emergency" or "disaster".

Should such an event occur in the Town, pursuant to New York State Executive Law, the Town Supervisor, or his or her designee, is authorized to declare a Local State of Emergency. The Supervisor, or his or her designee, when considering whether an event is of the magnitude to declare a "Local State of Emergency" shall give consideration to the following:

1. The emergency has a Town wide impact.

2. The emergency affects a significant portion of the Town's population or business community.
3. The emergency strains or exceeds the resources of the Town's emergency service organizations
4. The emergency, regardless of its severity, is one which may be considered a "Disaster" as defined in New York State's Executive Law, Article 2B, Section 20, subdivision 2.a.

III. OVERVIEW OF THE EMERGENCY PLAN

The Emergency Plan is a two-part plan.

1. Part I includes an organizational chart, initial response procedure, classification of emergencies, call-up protocols and procedures.
2. Part 2 includes appendices such as ICS Principles and Features, ICS organizational overview, ICS forms, "Emergency Directory" which provides information relating to specialized equipment and resources available in Westchester County and emergency plans for various public and private organizations in New Castle for the purpose of coordinating private/government response during an emergency.

IV. ROLE OF NEW CASTLE'S EMERGENCY SERVICE ORGANIZATIONS

The Town of New Castle, in compliance with New Yorks Executive Order N. 26 (see Appendix) has established the National Inter-agency Incident Management-Incident Command System as the command and control system that will be used during emergency operations within the Town of New Castle.

During a major emergency the Chief of the Fire Department, or his or her designee, for the fire district in which the event is occurring will function as the Incident Commander (I.C.). If the event occurs in more than one fire district the New Castle Chief of Police, or his designee, will function as Incident Commander.

The Command Staff of the major agencies involved will support the Incident Commander with resources and strategic guidance. The Incident Commander may appoint Deputy Incident Commanders from these major agencies who would represent the Incident Commander in their respective jurisdiction/functional areas. A Deputy Incident Commander must be fully qualified to assume the position.

During a major emergency the Town of New Castle Police, Fire Departments and Emergency Medical Services will perform their normal functions, as well as those assigned to them by the I.C. All responding services will respond and function in a manner consistent with the Incident Command System.

V. DISTRIBUTION OF THE EMERGENCY PLAN

1. Copies of the Emergency Plan will be kept and/or provided to:
 - a. Town Administrator office
 - b. Police Chief's office
 - c. Police Desk
 - d. Chappaqua Ambulance Corps
 - e. Ossining Ambulance Corps
 - f. Mt Kisco Ambulance Corps
 - g. Chappaqua Fire Dept
 - h. Millwood Fire Dept
 - i. 60 Control
 - j. Westchester County Department of Emergency Services

2. The Emergency Management Committee will review the plan at least once annually.

VI. CLASSIFICATION OF EMERGENCIES

Incident classification shall include but are not limited to:

1. Level I: Controlled Emergency Condition
 - a. Incident Command System is necessary to control emergency response at the incident site.
 - b. Incident command post and/or staging areas are established
 - c. Incident commander can control the situation without additional assistance or activation of the Emergency Operations Center.
 - d. Does not require evacuation, except for structure or affected facility.
 - e. Confined to a small geographic area.
 - f. No immediate threat to life, health or property.
 - g. Involves material of known properties.

2. Level II: Limited Emergency Condition
 - a. Potential threat to life, health or property.
 - b. Expanded geographic scope.
 - c. Limited evacuation of nearby residents or facilities.
 - d. Involvement of two or three jurisdictions.
 - e. Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area.
 - f. Specialists or technical team called to the scene (i.e. Westchester County Haz-Mat Team).
 - g. Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care.
 - h. Town EOC may be activated to manage and coordinate response

3. Level III: Full Emergency Condition

- a. Serious hazard or severe threat to life, health and property.
- b. Large geographical impact.
- c. Major community evacuation.
- d. Multi-jurisdiction involvement.
- e. Specialist and Technical teams deployed.
- f. Multiple emergency operations.
- g. EOCs at local, county and state levels are coordinating resources.

VII. INITIAL RESPONSE TO EMERGENCIES

The purpose of this section is to establish guidelines for the initial response to a major emergency that requires more than the routine emergency service action, equipment and personnel.

Every effort will be made to protect life and property in emergency incidents that require more than routine emergency service personnel action. It is essential that the first emergency service personnel arriving at the scene of such an incident immediately start organizing the emergency response. The procedures outlined below will guide the actions of the first emergency service personnel arriving to the site of such incident.

1. The first emergency personnel arriving to the scene of the emergency will assess the situation and advise police headquarters of the following:
 - a. The nature of the emergency and an initial evaluation of the level of emergency i.e., Level I, II or III.
 - b. The location, jurisdiction, and best route to the scene
 - c. An estimate of the number and types of injuries
 - d. Immediate need for back-up and special equipment, fire apparatus, ambulance, etc.
 - e. The most effective arrangements/locations for establishing perimeters to contain the situation to protect the public and to restrict non-essential traffic
 - f. While awaiting the arrival of additional assistance, the first responder shall
 - i. Take immediate steps necessary to protect life and property.
 - ii. Maintain contact with Police Headquarters
 - iii. Maintain control of the scene so that the steps outlined below can be taken upon the arrival of a supervisor and/or personnel from the jurisdiction of responsibility.
2. Command Post location should be selected near the scene with sufficient space for emergency service personnel, police, fire and EMS command personnel. It may also be necessary to take the following measures:
 - a. If necessary designate areas for emergency medical services operations, including:
 - i. A collection station near the scene for triage.

- ii. An ambulance loading area.
 - b. Designate a staging area for emergency equipment at a desirable location near but outside the perimeter. Staging officer to handle
- 3. The perimeter around the emergency situation should be controlled.
 - a. In Level III situations, it is essential that the free flow of necessary equipment and personnel be maintained.
 - b. Unnecessary personnel and vehicles must be kept out of the immediate area of operations.
 - c. Personnel assigned to perimeter control shall use, to the extent possible, the following guidelines for admitting people and vehicles inside the established perimeter lines
 - i. The first responding fire department and ambulance vehicles shall be admitted through the parameter line.
 - ii. The fire department and EMS will establish their respective command posts and specify what additional equipment should be allowed to pass through the perimeter line.
 - iii. Other emergency equipment arriving at the perimeter should be directed by the appropriate agency to the staging area to await orders on how to proceed
 - iv. Paramedics and Emergency Medical should be admitted as needed.
 - v. Only authorized vehicles will be permitted beyond the perimeter line.
 - vi. Orderly parking on the approach roadways must be maintained.

VIII. POLICE DISPATCH PROCEDURES FOR A LEVEL III EMERGENCY

1. Upon receipt of a report of a Level III emergency/disaster, the desk officer should gather the following information:
 - a. nature of the emergency
 - b. number of injuries
 - c. types of injuries
 - d. location of emergency
 - e. need for special equipment
2. The desk officer will dispatch police and contact 60-Control for dispatch of fire and ambulance personnel.
3. The desk officer will notify the Police Chief as soon as possible. The Chief of Police will notify the Town Administrator as soon as possible.
4. In the event that the dispatcher can not make immediate contact with the Chief of Police he/she will contact the LT designated as the executive officer and the Town Administrator.

5. The Town Administrator may authorize the implementation of the "Local State of Emergency Procedures" when deemed necessary
6. The desk officer shall contact 60-Control for fire department and ambulance dispatches.
7. The desk officer will call in off duty police personnel as authorized by the Chief of Police.
8. If additional police personnel are needed the desk officer will implement the police mutual aid plan following the procedures established in the departments general orders manual.
9. The desk officer will notify the New Castle Highway Department.

IX. MANAGEMENT OF A LEVEL III EMERGENCY

1. When a Level III emergency has been declared the procedures outlined in Section IV, Initial Response to Emergencies, will be followed.
2. Scene Management
 - a. Overall management of the emergency lies with the Fire Chief as the Incident Commander.
 - b. Management of the scene shall be directed by him/her in accordance with the Incident Command System.
 - c. The Unified Command Post will be established in a safe location to effectively manage the scene.
 - d. All responding personnel shall be advised of the command post location.

X. HAZMAT FIRST RESPONDER ACTIONS

1. The Fire Chief for the jurisdiction of the HAZMAT incident or his/her designee will assume control of the HAZMAT incident.
2. The command post will be located in a safe area upwind, uphill and at a safe distance from the scene.
3. The distance shall be determined by the nature of the incident, including type of hazardous material, quantity involved, and the weather conditions.
4. All first responders shall wear full structural firefighting clothing including SCBA's.
5. Specialized protective clothing and tools will be used only by responders who are trained to the appropriate as prescribed by OSHA regulations.
6. Approach to a possible HAZMAT incident shall be from a safe distance.
7. Contact with spilled, leaking or burning material should be avoided pending identification of such materials.
8. Materials shall be identified as soon as possible using generally accepted methods including but not limited to:
 - a. Placards
 - b. Labels

- c. Verbal information
 - d. Shipping documents
 - e. Appearance of the material
 - f. Reference materials or agencies
9. Strategic objective shall be:
- a. Life Safety
 - b. Rescue
 - c. Isolation
 - d. Evacuation
 - e. Control
10. Incident Termination
- a. Fire Department's involvement shall end when immediate danger to the public has been eliminated.
 - b. Hazmat cleanup is the responsibility of the carrier or of the product(s) involved.
 - c. Decontamination procedures at a hazardous materials incident shall be the responsibility of the Town Administrator or designee in consultation with the Fire Chief for the jurisdiction of the incident.
 - d. Decontamination shall be conducted for all personnel, their personnel protective equipment, apparatus, and any equipment other than disposable items.
 - e. Contaminated disposable items will be handled by a third party certified in their respective field using generally accepted health practices.
 - f. All decontamination procedures will be carried out under controlled conditions to prevent additional personnel, equipment or environmental contamination from occurring.
 - g. All residues from contaminants, and runoff from agents used for decontamination purposes shall be contained for proper disposal.
11. A post incident critique will be conducted and should include at least one representative from all agencies involved.
12. The post incident critique will generate recommendations to improve overall response and any necessary modifications to improve this plan will be made.

XI. EMERGENCY MEDICAL TREATMENT

- 1. The Incident Commander in consultation with EMS will determine the amount of medical treatment needed on scene.
- 2. A minimum of one ambulance shall be on standby at the scene of a hazardous material emergency.
- 3. Available medical personnel shall include at a minimum one driver and one EMT.

XII. EVACUATION

In the course of an emergency/disaster it may become necessary to evacuate persons who reside or are working in the area of the emergency/disaster for their safety and health. The threat may be caused by, but not limited to fire, flood, or the potential exposure to hazardous materials.

1. In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the evacuation order will be issued by the Chief of Operations or the first responder on the scene if he or she believes an imminent threat to life is present.
2. In the event that large numbers of individuals must be evacuated, notification will be made to the IC or his/her designee.
3. The IC will secure assistance as needed from the American Red Cross, Westchester County Social Services and the additional guidelines set under the Westchester County hazardous materials response plan.
4. Notification to the public may include the use of radio and television broadcasts, mobile public address systems, NIXLE, CodeRed, Social Media and the door-to-door canvassing as appropriate.
5. An evacuation route shall be selected to avoid exposure to hazardous materials.
6. The on site incident commander or his designee will designate a site for all evacuees to report to.
7. If there is a possibility that the evacuees have been contaminated by any hazardous material all appropriate measures will be taken to decontaminate the evacuees prior to them leaving the site.
8. The following information will be collected from those persons evacuated:
 - a. Name
 - b. age,
 - c. address
 - d. phone number
 - e. are they injured
 - f. where they plan on staying if they choose to leave the site
 - g. how they can be reached if they leave the site.
9. The on site commander will maintain a list of those persons who were notified of the evacuation and who have refused to be evacuated, or where there was no response to notification attempts.

AGENCY RESPONSIBILITIES

This section is intended to be used as a guideline for New Castle's police, fire and emergency medical services in the execution of the Emergency Plan. It outlines the responsibilities for command officers of each agency.

XIII. POLICE DEPARTMENT

The Chief of Police or his designee shall report to the Incident Commander and assist with communication/direct/control of police officers responding to the incident, and be responsible for the following:

1. Notifying the Town Supervisor and Town Manager of the emergency/disaster
2. Alerting the Westchester County Police and Fire Control of a Major Emergency/Disaster
3. Arranging for and coordinating aid when additional police are needed
4. Advising/coordinating with special facilities, i.e., schools, nursing homes, private businesses
5. Securing special equipment for police personnel.
6. Maintaining security at the scene, i.e., traffic, crowds
7. Providing warning to public
8. Coordinating an evacuation, if needed. IC to handle.
9. Identifying/accounting for police equipment
10. Advising the Westchester County Department of Social Services if people are left homeless. IC to handle.
11. Investigating emergency and determining its cause, if possible.

XIV. FIRE DEPARTMENT

1. The Chief of the Fire Department, in addition to his/her role as Incident Commander or his/her designee shall be stationed at the on site command post for communications/direction/control.
2. Advise 60-Control of circumstances of emergency and dispatch.
3. Arrange for and coordinate mutual aid.
4. Advise police commander, re: existing/potential hazards and when fire emergency is under control.
5. Control/prevent fire.
6. Rescue.
7. Secure equipment and supplies for fire personnel.
8. Assign extra manpower as needed, i.e.; stretcher bearers.
9. Identify/account for fire personnel/equipment.
10. Document actions taken and inform police commander.

XV. AMBULANCE CORPS/EMS

1. The senior officer of the appropriate ambulance corps shall dispatch an officer to be stationed at the on-site command post for communications/directions/control.

2. Advise Westchester County EMS Control of circumstances of emergency.
3. Arrange for and coordinate mutual aid.
4. Update hospitals.
5. Advise police commander of names, DOB, nature of injuries and hospitals victims are taken to.
6. Secure equipment and supplies for EMS personnel.
7. Use the New York State Department of Health EMS Management Model for MCI's
8. Set up triage area: triage, sort, tag and treat victims.
9. Provide/direct/transportation to hospitals, maintaining proper records.
10. Identify/account for EMS personnel/equipment.
11. Document actions taken and inform police commander.

XVI. OTHER GOVERNMENT AGENCIES

1. Department of Public Works
 - a. Provide manpower at the direction of the Town Administrator.
 - b. Provide equipment such as trucks, backhoes, etc.
 - c. Provide materials such as sand and absorbent materials when necessary.
 - d. Provide maps/sketch of underground utilities.
2. Recreation
 - a. Provide transportation via vans and buses to transport victims to shelter as necessary.
 - b. Provide shelter when necessary

XVII. INCIDENT COMMANDER

During an MAJOR emergency/disaster the Chief of the Fire Department, or his designee, as stipulated in this plan (see Section IV, Role of New Castle's Emergency Service Organizations), shall be the Incident Commander. The Incident Commander shall use as a management guide the National Interagency Incident Management - Incident Command System. The Incident Commander's duties and authority shall include:

1. Coordinate response activities of all agencies and organizations involved in a response/recovery operation.
2. Activate the Emergency Operations Center (EOC)
3. Assume primary control of the EOC.
4. Notify the Town Board of the Emergency Plan activation, nature of emergency, level of emergency, location of emergency, number and type of injuries, and advise the Town Board on matters of policy decisions.
5. Insure the implementation, NIMS as well as this, of this policy.
6. Insure the flow of necessary information to the on-scene command center.
7. Part of NIMS.
8. Advise the Town Board when the emergency has ended.

9. Insure the adequacy of personnel (including relief) and equipment through the appropriate Mutual Aid plans.
10. Insure the appropriate implementation of communication between the EOC and the on-site command post.
11. Insure the accuracy and timeliness of information released to the media.
12. Insure the notification and response of appropriate support agencies and organizations.
13. Insure the set up and adequacy of staging areas for collections of assisting personnel and equipment.
14. Size-up (hazard assessment, hazard identification, exposure hazards, etc.)
15. Crowd control, relocation and/or evacuation.
16. Call for additional help, support agencies, etc.
17. Address fire, spill and leak problems and potential release (request material containment, earth, boom, etc.)
18. Verification of material involved (samples, records, labels, owner, manufacturer, etc.)
19. Assess utility hazard potential (drainage, sewers, storm drains, streams, highways, electrical, gas, etc.) If necessary notify utility companies, i.e. Consolidated Edison, Verizon, Cablevision.
20. Determine/notify owner of property affected (manufacturer, shipper, carrier, consignee, etc.)
21. Formulate disposition plan and schedule, disposition by owner/spiller, or relocation of evacuees.
22. Follow-up/incident wrap-up (enforcement, cost recovery, environmental monitoring, etc.)
23. Plan for personal needs, i.e. food, sanitary needs, appropriate clothing
24. Set up and conduct a debriefing and incident review.

XVIII. COMMUNICATION

a. POLICY ON NEWS MEDIA AND STATEMENTS TO THE PRESS

The Town Administrator or his/her designee will be the public information officer. The PIO will handle dissemination of information to news and media outlets. If necessary the PIO will be responsible for setting the times and location for press briefings. All other personnel are prohibited from responding directly to the media. Media will be referred to the Town Administrator.

b. Policy on Public Alerts and Notifications

The Town Administrator or his/her designee will handle dissemination of information to the public from the Town and the EOC. Emergency alerts and advisories that are time sensitive may also be authorized by the Incident Commander. At a minimum emergency alerts and advisories will be sent using the Code Red and NIXLE systems. Every effort should be made to use all

systems and social media available such as VEOCI, Facebook and Twitter.

Communications will only be sent after consideration of public value of the information and any impact the release of the information may have on the goals and objectives of the operation.

XIX. TRAINING REQUIREMENTS

1. The on-site incident commander shall not, to the best of his knowledge, permit any member of the Fire, Police Department, EMS, or other responders to perform any job function that they have not received training for.
2. Those attaining a higher level of competence: First Respond Operations Level, Hazardous Material Specialists Level or Scene Incident Commander, shall be permitted to perform functions up to and including all those to which they have been trained.
3. The Incident Commander and all personnel assigned to command position should be certified to the Incident Command System Basic (I-200) Level by the New York State Emergency Management Office.

APPENDIX (Part 2)

1. Principles and Features of ICS
2. Incident Command System — Organizational Overview.
3. Westchester County Emergency Directory.
4. New Castle Police Department Procedure #1400 "Emergency Operations: Initial Response to Major Emergencies."
5. Town of New Castle Emergency Resources List.
6. Floor plans for
 - a. Horace Greeley High School
 - b. Robert E. Bell Middle School
 - c. Douglas G. Grafflin Elementary School
 - d. Roaring Brook Elementary School
 - e. Westorcharde Elementary School
7. Map of the Town of New Castle
8. Local State of Emergency Declaration
9. Disaster Control Operation — Registry and Check List
10. Town of New Castle Emergency Information
11. New Castle Police Department Radiological Disaster and Emergency guidelines for Patrol Officers
12. Copy of Local Law 123, "Emergency Traffic Regulations"
13. Evacuee Registration Form
14. Westchester County Fire and EMS control
15. Other organizations